



Career Opportunity

United States District Court
Southern District of Texas

Position: Human Resources Coordinator
Location: Houston, Texas
Closing Date: Until Filled
Salary Range: \$45,899 to 65,921 (CL24 / CL25)

Qualifications

- Knowledgeable of and demonstrated experience with personnel laws and regulations.
- Knowledgeable and experienced with human resource information systems.
- Excellent verbal and written communications skills.
- Proficiency with Word Perfect; Quattro Pro or EXCEL data management programs.
- Must be service minded.
- Demonstrate excellent interpersonal skills.
- One to two years personnel experience is preferred.
- College degree in human resources, public administration, judicial administration, business or related areas is preferred.

The Human Resources Coordinator is part of the consolidated administration Human Resources Department which serves the employees of the Court's Judicial Chambers, Clerk's Office, Probation Office and Pretrial Services Office. The incumbent provides a full range of human resources support to the court units. Responsibilities include entering employee data in record systems; maintaining personnel files, benefit and leave records; process personnel related correspondence; assist with recruitment, interviewing and orientation of employees; assist with preparation of personnel action requests and with maintenance of employee records; assists with compilation of statistical reports; provide assistance to employees with questions regarding benefits, personnel policies and

procedures.

Benefits

Benefits include participation in the retirement system, thrift savings plan with matching contributions, health/medical plans, Section 125 Flexible Benefit Plans, life insurance, long term care and long term disability insurance, 10 annual holidays, annual and sick leave accrual plans.

To Apply Send Application and Resume to:

Steve Lowe, Personnel Director
United States District Court
Post Office Box 61010
Houston, Texas 77208-1010

Current court employees may apply by submitting a memorandum of interest with current resume to Michael Milby, Clerk of Court with copies to your immediate supervisor and to the personnel office.

The court may withdraw this announcement without notice. The final candidate is subject to a background check. This position is not in the Civil Service System, and the tenure is “at will.” Applicants’ skill levels may be tested.

Equal Opportunity Employer